



Department of Developmental and Cell Biology

Entertainment (ENT) Reimbursement

Please submit the completed Entertainment Reimbursement Form to Procurement Analyst (Sydney Vuong) within **5 business days** of the event to ensure timely processing of your reimbursement.

Payee Name:

Event Host Name (If applicable):

Business Purpose:

Meal Type: Breakfast Lunch Dinner Refreshments

Location:

Total \$:

Event Date:

Event Time (start/end):

Number of Attendees:

Attendee List

Please numerate list. Large lists should be alphabetized to prevent duplication. Please indicate affiliation of non-UCI attendees.

Original Receipt(s)

Need to show proof of payment (shows last four digits of credit card).
Provide itemized receipts and final receipt.

Event invitation, announcement, itinerary, agenda, and/or flyer

Was alcohol served? yes no

Permit required if served on-campus or a private residence (request with Mayra mrubio3@uci.edu)
Please clearly mark alcohol items on receipt.

Does this purchase include supplies/materials and or gifts associated with this event? yes no

(required to process)

KFS Account Number/Project Code:

If being paid by department please note. (Ex. seminar speaker dinners, department recruitments, etc.)

Entertainment (ENT) Reimbursement Guidelines/Workflow

The Entertainment Reimbursement (ENT) allows users to reimburse expenses for employees or vendors for programmatic activities, business meetings, recruitments, or events. [Click here](#) for more information on what is reimbursable. Payments may be processed either by check or EFT.

Important things to keep in mind:

- All Entertainment reimbursements must be approved by the PI prior to the expense.
- Expenses cannot be claimed when they personally benefit the host or other university employees. A legitimate University business need must always exist in order to claim entertainment expenses and must be documented appropriately.
- Acceptable proof of payment is credit card or check. Reimbursements are approved for employee hosted, guest meetings - individual employee meals will not be reimbursed.
- Not Reimbursable Under any Policy: Employee birthdays, weddings, anniversaries, or farewell gatherings (excluding celebrations for retirement or for employees separating from University employment with at least 5 years of service) are not considered official entertainment and are not reimbursable.
- The maximum amount per person that can be reimbursed by the University (this includes meal, beverages (alcohol included), labor, sales tax, delivery charges, and other service fees.)
 - Breakfast \$31
 - Lunch \$54
 - Dinner \$94
 - Light Refreshments \$22

PROCESS:

1. Fill out the Entertainment (ENT) Reimbursement Form.
2. Submit the completed Entertainment (ENT) Reimbursement Form and all itemized receipts to your Procurement Analyst, Sydney Vuong (sydnevy2@uci.edu) via email (preferred method) within **5 business days** of expense to ensure timely processing of your reimbursement. Please note that failure to submit items as outlined in this document may lead to longer processing times.
3. Itemized receipts are required for all expenses. All receipts need to show proof of purchase. Attach receipts as PDF/photos to your email if sending electronically. Do not staple the documents. White out all personal information such as home address, credit card number, SSN, and employee ID number.
4. The cost of light refreshments or meals is reimbursable when it falls under one of the following activities:
 - **Business Meetings –**
 - Meals provided to employees, visitors from other educational institutions, members of the community, medical center visitors, or employees from another work location where there is a valid business purpose for the meeting.
 - The meeting must have at least one UC Irvine employee present.
 - Note: When two or more employees choose to dine together in order to continue business, or when a meeting can be scheduled during regular working hours, reimbursement for the meal is not allowed.
 - **Programmatic Activities –**
 - Meals provided to volunteers and research subjects (clinical trials)
 - Class, study hall, or other academic-based activities
 - Student orientation programs, commencement exercises, and similar activities
 - Student government meetings, association meetings, or other student meetings
 - **Recruitment –**
 - Meals provided to prospective employees
 - Meals associated with the recruitment of student athletes and scholars

- **On-the-Job Meals –**
 - Employee is required to be on site in connection with a University business purpose
 - Meals provided to volunteers and research subjects (clinical trials)
 - **Standard Entertainment Involving a Guest-Host Relationship –**
 - Hosting prospective donors to generate goodwill
 - Hosting official guests, including:
 - Visitors from other universities
 - Members of the community
 - Employees visiting from another work location
 - Recruitment, where expenses are either:
 - Funded from a source designated for graduate student, athletic, or professional recruitment
 - Related to recruitment for positions requiring specialized training or specialized professional, technical, or administrative experience
 - Receptions in conjunction with conferences (receptions not included in the registration fee)
5. **Employee Morale-Building Activities** – Meals provided to employees as part of morale-building activity, including retirement and recognition receptions, etc., require additional approval.
 6. You will be Required to Log into KFS and certify your Entertainment reimbursement. You should get an email from the system when the reimbursement is routed to you for certification (unless you have turned off email notification in which case, you will just need to check your [KFS action list](#)). In some instances, a Host Certification or Non-Employee Host Certification form may be required. Procurement Analyst will request signature as needed.
 7. **WORKFLOW:** Please allow up to three weeks of submission to receive your travel reimbursement.
 - DCB Procurement Analyst will initiate Entertainment Reimbursement into KFS.
 - BioSci Finance Analyst will review and approve.
 - Payee will certify and approve.
 - BioSci Fiscal Officer will review and approve.
 - DCB Department Administrator will review and approve.
 - Travel Accounting will have final review and approval.
 - If exceptional approval needed, will be routed to BioSci Dean.

If you have any questions, please contact DCB Department Procurement Analyst, Sydney Vuong (sydneyv2@uci.edu).